

**DIRECTIVES OF THE COUNCIL
CONCERNING THE CONDUCT OF
ICAO MEETINGS**



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and published by authority of the Council**

15 May 1959

INTERNATIONAL CIVIL AVIATION ORGANIZATION

DIRECTIVES OF THE COUNCIL CONCERNING THE CONDUCT OF ICAO MEETINGS

INTRODUCTION

The meetings of ICAO represent a major part of its work programme. Directly or indirectly, they largely determine the whole of that work programme, sometimes for several ensuing years, and the impact of meetings on the resources of national administrations and of the Secretariat, whether in funds or in personnel, is substantial.

Recognizing the importance of the meetings programme of the Organization, and the need for the greatest possible efficiency in its preparation and conduct, the Assembly at its 11th Session in 1958 adopted Resolution All-16, reading as follows:

"All-16: Efficiency in the Preparation and Conduct of Meetings

THE ASSEMBLY, concerned with the increasing burden on States, both financial and in personnel, **REQUESTS** the Council:

- 1) To continue its study of the matter of increased efficiency in the preparation and conduct of the meetings of the Organization, for example, through more cogent and concise documentation, limitations on the agenda and all reasonable, reductions in the duration of meetings; and
- 2) To seek the coöperation of Contracting States in this connection."

The following directives have been developed by the Council on the basis of the Organization's experience in the preparation and conduct of meetings over a period of several years. In many respects they reflect the actual practice followed at ICAO meetings, with which many Delegates are already familiar.

Further to Resolution All-16, the Council has reviewed in a comprehensive manner the planning, organization, procedures and working methods of ICAO meetings, bearing in mind the relationship between the time, effort and funds expended on them by Secretariat and Contracting States, the results expected and the results achieved. The Council's conclusions, in so far as they affect the conduct of meetings and participation by administrations and delegations of Contracting States, are set forth in the present publication. The substance of these conclusions was approved by the Council, by a Resolution adopted on 15 May 1959 at the Sixth Meeting of its Thirty-seventh Session, as an expression of its policy in the matter. In this Resolution, the Council further requested Contracting States to bring these directives to the attention of their delegates at ICAO meetings.

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